



WEST VIRGINIA STATE UNIVERSITY

Assistant Professor Education and Assessment Coordinator Education Department

West Virginia State University:

West Virginia State University (WVSU) is a public-land grant institution, which was founded in 1891 as a Historically Black College and University (HBCU), and has evolved into a fully accessible, diverse, and multi-generational institution serving approximately 3,500 students. The University is a community of students, staff, and faculty committed to innovative teaching and learning, research and service that offers 23 undergraduate and seven graduate degrees through its four colleges, and competes in athletics at the NCAA Division II level in five men's sports and six women's sports. WVSU is located in Institute, WV, a suburb of Charleston, the largest city and the capital of West Virginia. With more than 300,000 people living in the metropolitan area, it is an active, exciting and engaging community, boasting cultural and historical events, music, festivals and entertainment.

Position Description

West Virginia State University's Department of Education is seeking a candidate for a full-time, benefits eligible, Assessment Coordinator/Faculty position at the rank of Assistant Professor.

The Assessment Coordinator/Faculty will manage the development and implementation of a comprehensive program of assessment for the purpose of institutional improvements in accordance with accreditation requirements in support of institutional effectiveness. The Assessment Coordinator/Faculty must work with the faculty, staff and public school partners, and building administrators to develop effective strategies for the academic assessment of student learning outcomes in all program content areas. The Assessment Coordinator/Faculty will provide ongoing support for assessment activities, assist with the analysis of assessment methods and results, and report such results to both internal and external stakeholders.

The Assessment Coordinator/Faculty will coordinate the collection, evaluation and dissemination of all academic, support and administrative units. The Assessment Coordinator/Faculty serves as the chairman of the Education Department Assessment Committee working to facilitate effective, functioning, and consistent assessment practices across programs.

Responsibilities for the Assessment Coordinator/Faculty

This is a ten-month appointment and responsibilities include:

- Coordinate with teacher education faculty to facilitate the collection and management of data for CAEP reporting

- Present an Annual Assessment Report to the Education Faculty and other groups as defined by the Education Department Chairman
- Coordinate all assessment related to the Education Department
- Coordinate assessment systems for the Bachelor's degree track
- Work with the Department Chair to provide oversight for the assessment process and for assessment discussions among program faculty
- Analyze data and develop reports as required for accountability and accreditation
- Maintain evidence associated with the assessment system
- Support faculty with assessment training and current research
- Actively participate in Assessment Committee tasks
- Communicate and collaborate with assessment coordinators and chairs in other departments to facilitate college-level data collection and communication
- Respond in a timely manner to requests from the Dean of the College of Professional Studies, the Education Department Chair, the College Assessment Director, and others, concerning assessment needs
- Serve as an active participant in meetings sponsored by TEAC, EPPAC, Teacher Education Committee, TRP, HEPC, Program Review Committee and other organizations as directed by the Dean of the College of Professional Studies and the Chair of the Education Department.
- Develop an Annual Assessment Plan for the undergraduate program.
- Participate in student advising, recruitment, and retention activities
- Teach up to three general education or methods courses within the Education program.
- Supervise field experiences in K-12 public school settings
- Summer work hours associated with department assessment reporting is required

Requirements for the Assessment Coordinator/Faculty

- Must possess teaching certificate
- Minimum requirements—Master's Degree in field related to education. Ph.D. in education is preferred.
- Must serve as a full-time faculty member
- Effective verbal and written communication skills
- Superior analytical and organizational skills
- Experience with and knowledge of assessment and CAEP Accreditation
- Technology skills (Microsoft, BANNER, Moodle, Watermark Platforms)

Must have knowledge of:

- Accreditation standards
- Student learning outcomes
- Assessment practices and methods
- Assessment plan for college
- Pedagogy – practice and study of teaching
- Learning theory – practice and study of learning
- Rubrics
- Statistics and Data Analysis Methods

Salary Statement

Salary commensurate with qualifications and experience.

To Apply:

This position will remain open until filled. However, first consideration will be given to applicants who submit a resume, cover letter, academic transcripts, proof of teaching licensure, and the names and email addresses or phone numbers of three professional references by July 12, 2024. All requested information must be submitted for your application to be considered.

Please submit application materials via email to jobs@wvstateu.edu or mail to:

West Virginia State University
Department of Human Resources
P. O. Box 1000, 105 Cole Complex
Institute, WV 25112

West Virginia State University conducts criminal background checks on all job candidates upon acceptance of a contingent offer. Any offer of employment is contingent upon the satisfactory completion of a background check.

West Virginia State University is an Equal Opportunity/Affirmative Action institution. No person shall be denied admission to educational programs, activities or employment on the basis of any legally protected status, or be subjected to prohibited discrimination involving, but not limited to, such factors as race, color, creed, religion, national or ethnic origin, marital status, citizenship, sex, sexual orientation, gender identity or expression, age, disability, or protected veteran status. West Virginia State University is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request reasonable accommodation to participate in the job application or interview process, contact, please contact the Disability and Accessibility Resources unit at 3040766-3083 or ada@wvstateu.edu.